

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



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| Title | Senior Bushfire Risk Analyst |
| Position Number | 005200 |
| Business Unit | Bushfire Risk Unit |
| Branch / Section | Community Fire Safety |
| Location | Hobart |
| Immediate Supervisor | Manager, Bushfire Risk Assessment |
| Award | Tasmanian State Service Award |
| Employment Conditions | Permanent, Full Time |
| Classification | Band 6 |

Focus:

Provide high-level specialist advice and support in the assessment of statewide bushfire risk across all tenures. Lead the development and maintenance of systems, processes, and technology associated with bushfire technical services, and undertake strategic projects across a range of bushfire risk mitigation portfolios.

Primary Duties:

- Provide technical leadership and contribution to the development and application of systems, processes, policies, and guidelines.
 - Lead the development and maintenance of systems, data and technology related to risk assessment and technical services across bushfire prevention, preparedness, and response.
 - Coordinate Fire Behaviour Analysis capabilities, training, and development.
 - Utilise expertise in the development, delivery, and coordination of innovative and technically challenging projects.
 - Undertake a broad range of analysis, data management, and reporting.
 - Provide strategic support in fire management planning, program delivery, and organisational capability.
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- Provide informed and authoritative advice on fire and emergency management issues, provide education and support to a range of stakeholders, and develop information and educational resources.
- Undertake and contribute to research and development in bushfire risk mitigation; and maintain an in-depth understanding of emerging issues.
- Represent TFS in a range of forums in a consultative and facilitative role and establish and maintain internal and external stakeholder relationships.

Scope of Work:

The position is responsible for:

- Achieving the position objective in a manner consistent with the TFS Values of service, professionalism, integrity and consideration;
- Completion and direction of assigned projects and programs;
- Effective management of staff, works and allocated resources;
- Ensuring all work is undertaken according to safe working practices and organisational procedures;
- Maintaining a safe and healthy working environment in accordance with OH&S standards; and
- Committing and approving the payment for goods and services within the approved financial delegation.

Direction and Supervision:

Duties are undertaken with limited supervision; broad guidance is provided from the Manager Bushfire Risk Assessment when encountering new or unusual factors. The occupant is expected to exercise sound judgement and initiative to proactively implement all elements of the role.

Selection Criteria:

1. Significant knowledge in fire behaviour, fire management planning and risk assessment, with experience applying this knowledge to the understanding and analysis of bushfire risk.
2. Experience using geographic information systems, managing data, and undertaking technical analysis and reporting.
3. Sound project management skills, and a proven ability to accurately organise and deliver work activities to strict deadlines and manage variable workloads.

4. Highly developed communication, consultation, negotiation and facilitation skills to enable effective stakeholder engagement, build effective working relationships in a team environment and be able to efficiently communicate complex information.
5. Highly developed research, conceptual and analytical skills and a demonstrated ability to exercise initiative, judgment and creativity in developing options and recommendations to resolve problems and improve service delivery.

Qualifications and Experience:

Desirable Requirements:

- Tertiary qualifications in an appropriate discipline.
- A current car drivers' licence.

Essential Requirements:

Pre-Employment Checks

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion, or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct:

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces, and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions:

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values, and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based; however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

A24/173131

Approved

Amardeep Ghuman

Manager, Partnering and Employment Services

Date: 30 April 2024